

## **Endings: How to End (and Archive) your Digital Project**

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### **Course Outcomes**

Our goal for this course is that you will go home with at least some of the following boxes checked off and the confidence and knowledge to check off the rest on your own time.

#### **1. DATA:**

- ☐ A process for validation of your data.
- ☐ A detailed plan for robust archival storage of your data.

#### **2. PRODUCTS:**

- ☐ A clear idea of the platform on which your products will be released, along with a sense of the long-term viability of that platform.
- ☐ A list of the features that will be included in the first/next release of your project.
- ☐ A list of milestones to be completed before the first/next release of your project.
- ☐ A realistic estimate of the time required to complete all the milestones.
- ☐ A list of a subset of the milestones that could be dropped from the plan if the timeline is slipping.

#### **3. PROCESSING:**

- ☐ A set of diagnostic tools/methods (manual and/or code) for measuring your progress on each of the milestones.
- ☐ A clear implementation plan to generate release products from your data.

#### **4. DOCUMENTATION:**

- ☐ A list of improvements to be made/gaps to be filled in your existing (presumably excellent) documentation.
- ☐ A one-page "Hit by a bus" document for emergencies.

#### **5. RELEASE MANAGEMENT**

- ☐ A code name or version number for your planned release.
- ☐ A date-range (optimistic to pessimistic) for the projected release.
- ☐ A plan for archival storage of this release and subsequent releases, with your library or elsewhere.